**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This instruction implements Air Force Instruction (AFI) 90-201, *Inspector General Activities*. This instruction applies to 460th Air Base Wing (460 ABW) and all subordinate units and may be supplemented. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume 2, *Forms Management Program,* affects this publication. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, **Volume 4**). Comply with Air Force Instruction (AFI) 33-332, *Air Force Privacy Act Program*, for documents containing: "Privacy Act Information". For "Official Use Only" information comply with Department of Defense Regulation (DoD) 5400.7-R/AFSUP, *DoD Freedom of Information Act Program*, **Chapter 4.**

**1.  Overview.** A Self-Inspection Program (SIP) provides an effective means of assessing mission performance and organizational effectiveness through internal review. A thorough SIP gauges a unit's strengths and illuminates problem areas. Commanders use SIP results to assess mission readiness and direct resources and energies to correct deficiencies. A viable SIP requires a conscientious approach at all levels.

1.1.  **Program Criteria.** A self-inspection program is beneficial if it does the following:

1.1.1.  Assigns SIP responsibilities.

1.1.2.  Ensures each functional area, work center, additional duty and common areas, such as small computer management, information management, fraud, waste and abuse, supply discipline, security and safety are periodically inspected.

1.1.3.  Establishes a method to identify, document, track and resolve deficiencies.

1.1.4.  Provides feedback to commanders.

1.1.5.  Ensures that all Air Force Space Command Checklists (AFSPCCL) and locally developed checklists are tailored and current. AFSPCCL can be found at the following location (**http://midway.peterson.af.mil/pubs/checklis.htm**).

1.1.6.  Establishes a method to cross feed information relevant to the SIP.

**2.  Responsibilities:**

2.1.  **The 460 ABW Vice Commander (460 ABW/CV):**

2.1.1.  SIP office of primary responsibility (OPR).

2.1.2.  Appoint a wing SIP monitor (primary and alternate) to administer the 460 ABW SIP.

2.1.3.  Appoint a SIP monitor for the wing staff.

2.1.4.  Delegate authority to 460 ABW SIP monitor for the purpose of administering the 460 ABW SIP.

2.1.5.  Designate base OPR for each Special Interest Item (SII).

2.2.  **460 ABW SIP Manager:**

2.2.1.  Administer the 460 ABW SIP.

2.2.2.  Develop SIP policy and guidance.

2.2.3.  Maintain list of current SII and designated wing OPR.

2.2.4.  Provide cross feed reports to group, unit and staff agency SIP monitors who do not have access to the Internet. Cross feed reports are available for download from the AFSPC Inspector General (IG) web page (**http://halfway.spacecom.af.mil/afspc/ig/crossfeed.htm**).

2.2.5.  Distribute AF and AFSPC SII to group, unit and staff agency SIP monitors who do not have access to the Internet. Links for SIIs can be found at the following location (**http://halfway.spacecom.af.mil/afspcig/specinter.htm**).

2.2.6.  Serve as the interface between 460 ABW units and 14th Air Force.

2.2.7.  Notify 460 ABW units to conduct semi-annual self-inspections in May and November.

2.2.7.1.  The 460 ABW/CV, group commander, squadron commanders or staff agency chiefs may direct additional inspections.

2.2.8.  Brief the wing commander on SIP status semi-annually (June and December).

2.2.8.1.  Report items opened and closed since last inspection.

2.2.8.2.  Report on status of items still open, and projected close date.

2.2.9.  Conduct semi-annual checks of group, unit and staff SIP binders to evaluate their effectiveness, adequacy and currency.

2.2.10.  Conduct random checks of Functional Area Manager (FAM) SIP binders to evaluate their effectiveness, adequacy and currency.

2.2.11.  Conduct and document training of group, unit and wing staff SIP monitors and managers.

2.2.12.  Conduct training on the SII OPRs as to their duties and responsibilities.

2.3.  **460th Mission Support Group Commander (460 MSG/CC):**

2.3.1.  Appoint a SIP Manager (primary and alternate) who will run the 460 MSG SIP. Forward an appointment memorandum to the 460 ABW SIP monitor with the monitors' name/rank, office symbol and duty phone (See **Attachment 2**).

2.3.2.  Review and endorse the group summary report (published by the group staff SIP monitor) for the semi-annual self-inspection. Forward the summary report to the wing SIP monitor no later than 20 June or 20 December.

2.4.  **460 MSG SIP Manager:**

2.4.1.  Act as the primary focal point for the SIP for all their subordinate units/squadrons and are directly responsible for the quality of these programs.

2.4.2.  Execute their SIP. Maintain SIP records in a three-ring binder. See paragraph **4.** for set-up information and criteria.

2.4.3.  Ensure unit(s) accomplishes a semi-annual self-inspection of each functional area, work center and additional duty by 31 May and 30 November.

2.4.4.  Review unit-tailored AFSPCCLs. If necessary, ensure local checklists are created (See paragraph **3.**).

2.4.5.  Ensure responsible agencies open/initiate a wing approved 460 ABW Form 101, **Discrepancy Report**, **Figure 1.**, for any discrepancy that cannot be corrected on the spot.

**Figure 1.  Sample 460 ABW Form 101.**

FOR OFFICIAL USE ONLY *(WHEN FILLED IN)*

| DISCREPANCY REPORT | | PAGE 1 OF 1 PAGES |
|---|---|---|

| ORGANIZATION 460 MDS | FUNCTIONAL AREA  Laboratory |
|---|---|

| ☐ IG | ☐ SAV | ☒ SELF | ☐ EXERCISE | ☐ OTHER _____ |
|---|---|---|---|---|

| CL NO. AND TITLE OR EXERCISE EVENT TYPE AFSPC CL 31-19 Quality Control | ITEM NO. *(If required)* | CRITICAL ☒  NON-CRITICAL ☐ |
|---|---|---|

| OPR MSgt Cole | ECD 1 Jun 03 | DATE OPENED 1 Feb 03 |
|---|---|---|

COMMANDER'S REVIEW OF OPEN FORM 101 (Name and date)        Col Ron Peters 1 Jun 03

DISCREPANCY

The Quality Control on the Hematology machine is not being run once on each shift as required.  (Para 1.2.3.)

| DATE | INITIALS | CORRECTIVE ACTION *(Form must be updated monthly)* |
|---|---|---|
| 1 Feb 03 | KMC | Check of quality control record showed that quality control is not being done once on each shift.  A new process has been put in place to correct this problem.  A supervisor is required to review the quality control on each shift and make sure it is initialed off as completed.  The supervisor will track this process for 4 months to make sure the discrepancy is corrected. |
| 1 Mar 03 | KMC | Quality control records were checked and one omission was found. Technician counseled and retrained. |
| 1 Apr 03 | KMC | Quality control records where reviewed and no omissions were found. |
| 1 May 03 | KMC | Quality control records where reviewed and no omissions were found. |
| 1 Jun 03 | KMC | Quality control records where reviewed and no omissions were found. Process put in place to correct discrepancy has fixed problem.  Will review process again at next semi-annual to verify it is still satisfactory.  (CLOSED) |

| CLOSED BY *(Process Owner)* MSgt Karen Cole | DATE CLOSED 1 June 2003 | TRACKING NUMBER 2003-01 |
|---|---|---|
| CLOSED BY *(Commander)* Col Ron Peters | | DATE CLOSED 1 June 2003 |

460 ABW FORM 101, 20030301 *(EF-V1) (FormFlow) 2.15)*

2.4.5.1.  If a discrepancy is found during an exercise (as indicated by a problem write-up in an exercise After Action Report), ensure a 460 ABW Form 101 is initiated for the problem.

2.4.6.  Consolidate and forward units' semi-annual self-inspection summary report to the group commander for review and endorsement. Include in this report: the inspection completion and review date, total number of critical and non-critical items inspected, total number of opened critical and non-critical discrepancies, total of closed discrepancies since last report, a list of checklists used to complete the last inspection, and all open and closed 460 ABW Form 101s since last report. Document all open discrepancies on a wing approved 460 ABW Form 101. Ensure group summary reports are forwarded to the wing SIP monitor no later than 20 days after the close of the inspection period (20 June and 20 December for semi-annual inspections. Provide a hard copy (signed) and electronic copy of the report. (See **Attachment 3** for a sample summary report).

2.4.7.  Brief the 460 MSG/CC and the 460 ABW SIP manager on SIP status at least semi-annual.

2.4.8.  Track discrepancies until closed. Ensure aggressive corrective action is taken to resolve discrepancies. Elevate problems that cannot be resolved at group level. Ensure monthly updates are completed for all open items. Maintain closed 460 ABW Form 101s until the next similar type inspection or one year, whichever is longer. If the item remains closed after the next inspection/exercise, dispose of the report. Forward all new and closed 460 ABW Form 101s on critical items to 460 ABW SIP manager.

2.4.9.  Conduct semi-annual checks of SIP binders to evaluate their effectiveness, adequacy and currency.

2.4.10.  Distribute items of interest and cross feed of other units' (including those located at other bases) inspection reports.

2.5.  **Squadron Commanders:**

2.5.1.  Appoint a SIP monitor (primary and alternate) who will manage the squadron's or agency's SIP. Forward appointment memorandums to the applicable SIP manager (See **Attachment 2**).

2.5.2.  Review and endorse the summary report of the unit's semi-annual self-inspection. Forward the summary report to the applicable SIP manager no later than 10 June and 10 December.

2.5.3.  Review and initial each 460 ABW Form 101 that is open and closed.

2.6.  **SIP Monitors (squadron and wing staff):**

2.6.1.  Execute the unit SIP. Maintain SIP records in a three-ring binder (See paragraph **4.** for set-up information and criteria).

2.6.2.  Ensure functional area managers are appointed as required and maintain a complete listing for their unit.

2.6.3.  Accomplish a semi-annual self-inspection in each functional area, work center and additional duty by 31 May and 30 November.

2.6.4.  Review unit-tailored AFSPCCLs. If necessary, ensure local checklists are created (See paragraph **3.**).

2.6.5.  Ensure functional area managers open/initiate a 460 ABW Form 101 for any discrepancy that cannot be corrected on the spot.

2.6.5.1.  If a discrepancy is found during an exercise (as indicated by a problem write-up in an exercise After Action Report), ensure a 460 ABW Form 101 is initiated for the problem.

2.6.5.2.  Ensure 460 ABW Form 101s are updated monthly until the discrepancy is closed.

2.6.6.  Complete and forward semi-annual self-inspection summary report for their area (See **Attachment 3**), to their commander (Wing Staff SIP Monitor sends report to 460 ABW/CV). Include in this report: the inspection completion and review date, total number of critical and non-critical items inspected, total number of opened critical and non-critical discrepancies, total of closed discrepancies since last report, a list of checklists used to complete the last inspection, and all critical open and closed 460 ABW Form 101s since last report. Document all open discrepancies on a wing approved 460 ABW Form 101. Provide a hard copy (signed) and electronic copy of the report NLT 10 days after the inspection period (10 June and 10 December for semi-annual summary report).

2.6.7.  Brief the squadron commander/agency chief on SIP status at least semi-annual.

2.6.8.  Track discrepancies until closed. Open items will be reviewed monthly and this review will be documented on the 460 ABW Form 101. Ensure aggressive corrective action is taken to resolve discrepancies. Maintain closed 460 ABW Form 101s until the next similar type inspection or exercise or one year, whichever is longer.

2.6.9.  Conduct semi-annual checks of Functional Area Manager SIP binders to evaluate their effectiveness, adequacy and currency.

2.6.10.  Distribute items of interest and cross feed of other units' inspection reports.

2.7.  **Functional Area Managers:**

2.7.1.  Tailor AFSPCCLs as needed with unit-specific critical and non-critical inspection items. Tailor checklists by adding, deleting or modifying items as required. Delete items by drawing a diagonal line through all lines of text not applicable. Review tailored checklists yearly to ensure applicability and currency.

2.7.1.1.  Tailored, modified or revised checklists will be forwarded for review by the appropriate unit, group or staff agency monitor.

2.7.1.2.  Develop a local checklist if a command checklist is not available for a functional area (See paragraph **3.**). Review local checklists yearly to ensure applicability and currency.

2.7.2.  Perform self-inspections and document discrepancies on 460 ABW Form 101. Open/Initiate a 460 ABW Form 101 for any deficiencies that cannot be corrected on the spot. Forward inspection results, completion date, a list of checklists used to complete the inspection, total number of opened and closed discrepancies (including copies of all open 460 ABW Form 101s) and total number of critical items inspected to unit SIP monitor by 5 June or 5 December. Provide unit SIP monitor with an electronic copy of all information.

2.7.3.  If a discrepancy is found during an exercise (as indicated by a problem write-up in an exercise After Action Report), initiate a 460 ABW Form 101 for the problem.

2.7.4.  Update all open 460 ABW Form 101s monthly until the discrepancy is closed and forward updates to the squadron/wing staff monitor.

2.7.5.  Maintain AFSPCCLs for assigned areas (unless directed otherwise by the squadron SIP monitor). Tailor these checklists to meet the needs of the functional area or work center.

2.7.6.  Forward all closed 460 ABW Form 101s to the unit SIP monitor for disposition.

2.7.7.  Review cross feed items. If applicable, incorporate findings into the functional area checklists.

2.7.8.  Maintain SIP records in a three-ring binder. (See paragraph **4.** for set-up information and criteria).

3.  **Checklists:**

3.1.  The first stop for obtaining AFSPCCLs for your unit/agency should be the AFSPC IG web page (**http://www.midway.peterson.af.mil/pubs/checklis.htm**).

3.1.1.  Tailor the AFSPCCLs to meet your functional area's requirements.

3.2.  Develop local checklists if a command checklist is not available. Use other AFSPCCLs as an example on how to develop your own checklist.

3.2.1.  Divide checklist questions into two categories: critical and non-critical. These categories allow command functional managers to prioritize or emphasize command requirements.

3.2.1.1.  Critical. Tasks which if not adequately accomplished, would result in degradation of a functional area's or unit's mission performance.

3.2.1.2.  Non-critical. Important tasks which addresses requirements necessary for the efficient operation of a functional area, work center, or additional duty.

3.3.  Functional Area Managers may choose to subdivide a checklist into sub-functional parts with critical or non-critical questions for each sub-function. The amount of material and nature of the functional area will dictate a checklist's organization.

3.4.  List each checklist item as a single question, capable of being answered by either a "yes" or "no," followed by a reference in parentheses.

3.5.  Do not duplicate checklist items.

4.  **SIP Records:** Maintain a SIP binder that contains the following:

4.1.  **Table of Contents.**

4.1.1.  Section I:

4.1.1.1.  Air Force and AFSPC guidance.

4.1.1.2.  460 ABWI 90-201, *Commander's Self-Inspection Program (SIP).*

Cross Reference, can be used to cross reference instruction location.

4.1.1.3.  Appointment memorandum for wing SIP manager.

4.1.1.4.  Appointment memorandum for group SIP manager.

4.1.1.5.  Appointment memorandum for unit SIP monitors.

4.1.1.6.  Appointment memorandum for functional area managers. *NOTE***:** Maintain appoint-

ment memorandums for those sections above and below your section (i.e., section, squadron, group and wing).

4.1.2.  Section II:

4.1.2.1.  Command checklists.

4.1.2.2.  NAF checklist (if available).

4.1.2.3.  460 ABW checklist (if available).

4.1.2.4.  Locally developed self-inspection checklists.

4.1.2.5.  Air Force Special Interest Items (AF-SII).

4.1.2.6.  Air Force Space Command Special Interest Items (AFSPC-SII).

4.1.3.  Section III:

4.1.3.1.  Open/Closed 460 ABW Form 101s.

4.1.3.2.  Completed Semi-Annual SIP Summary Reports (previous and most current).

4.1.3.3.  Quarterly Status Briefings (as required).

4.1.4.  Section IV:

4.1.4.1.  Cross feed Review Record. Include unit, base, report type, date of inspection, date received, date reviewed and date distributed on record.

**Table 1.  Sample Cross Feed Review Record and Sample Data.**

| Unit Base Report | Type | Date of Inspection | Date Received | Date Reviewed | Date Distributed |
|---|---|---|---|---|---|
| 460 ABW Buckley | ORI | 19 Oct 2002 | 2 Nov 2002 | 4 Nov 2002 | 8 Nov 2002 |

4.1.4.2.  Copies of cross feed reports (diskette copies are adequate) as required. Once annotated on cross feed log, maintain cross feed as required.

4.1.4.3.  Last 460 ABW Unit Compliance Inspection (UCI) report or location of where it is filed.

4.1.4.4.  Last 460 ABW Operational Readiness Inspection (ORI) report or location of where it is filed.

4.1.5.  Section V:

4.1.5.1.  Miscellaneous SIP Information.

**5.  OPSEC** : Consider the wing, squadron, and functional area Critical Information List data in the completion of the 460 ABW Forms 101s. Additionally, ensure at all levels of the Self-Inspection and in the review process, adhere to the effective control of sensitive information. Also, all 460 ABW Forms 101s will be shredded when no longer needed to prevent unauthorized disclosure of critical information.

**6.  Form Prescribed** : 460 ABW Form 101, **Discrepancy Report.**


                                        JAMES A. SANDS,   Col, USAF
                                        Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Terms*

**Common Core Criteria Questions**—Checklist questions that have been identified by a # sign are common core criteria questions. These questions can be inspected in every unit/agency with duties or requirements covered by these questions.

**Critical Inspection Items**—These questions are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. These areas have significant impact or a high probability of significant future impact on the mission. They have the potential to bring the overall grade of the specific NAF/Wing/Unit/Functional Area to below satisfactory. The level of impact depends on the level of significance of the question. If these questions are answered "yes" through IG Inspector findings, the answers are rated from satisfactory through outstanding depending on the economy, efficiency, and effectiveness with which the question is answered. If these questions are answered "no" through IG Inspector findings, the answers are rated either marginal or unsatisfactory based on the economy, efficiency, and effectiveness with which the area attempts to answer the question. The IG can also assess functions without published checklists for compliance with US laws, Executive Orders, DOD Directives, AF policies and AFSPC instructions.

**Functional Area Manager (FAM)**—Conducts the self-inspection, running the checklists. Once the functional area manger has completed the inspection, he/she forwards all relevant information to the unit monitor for consolidation into the unit's summary report.

**Non-Critical Questions**—While these questions are not rated, they can be used to help gauge the economy, efficiency, and effectiveness of the area being inspected and can drive the IG score up or down.

**Self Inspection Manager**—Manages the self-inspection program for the units reporting to them. Consolidates and forwards reports to the next level.

**Self Inspection Monitor**—Manages the self-inspection program at their respective organization level. They ensure that self-inspections are accomplished at the intervals stipulated in this instruction, write the squadron/staff agency, group/wing staff, and wing summary reports, and ensure periodic review of progress in closing open discrepancies.

**Attachment 2**

**SAMPLE SIP MONITOR APPOINTMENT LETTER**

                                                                    Date

MEMORANDUM FOR 460 ABW SIP MANAGER

FROM: Unit Commander

SUBJECT: Appointment of Self-Inspection Program Monitor

1. The following individuals are appointed as the Self-Inspection Program Monitors for the
_____:

                  Name/Rank                  Office Symbol                     Phone

Primary:

Alternate:

2. This letter supersedes previous letters, same subject.

                                                   NAME, RANK, USAF
                                                   Duty Title

cc:
Individuals

**Attachment 3**

**SAMPLE GROUP/SQUADRON/WING STAFF SUMMARY REPORT**

Date

MEMORANDUM FOR 460 ABW SIP MANAGER

FROM: Group/Squadron/Staff SIP Monitor

SUBJECT: Semi-Annual Self-Inspection Summary Report

1. In Nov 02, the (enter office/function/additional duty) completed their semi-annual self-inspection.

2. See attachments for a listing of checklists and self-inspection guides (SIG) that were used to complete the inspection along with the discrepancy tracking forms.

3. The status of the discrepancies is as follows:

    a. Critical Items:
        1) Total Number of Critical Items Inspected: XX
        2) Open Critical Item Discrepancies still open: XX
        3) New Critical Item Discrepancies opened: XX
    b. Non-Critical Items:
        1) Total Number of Non-Critical Inspected: XX
        2) Open Non-Critical Discrepancies still open: XX
        3) New Non-Critical Discrepancies opened: XX
    c. Total Number of Discrepancies Open: XX
    d. Discrepancies Closed Since Last Report: XX

4. Please contact (enter name) at (enter extension) if you have any questions concerning the results of our self-inspection.

NAME
Commander, _____Squadron

Attachments:
1. List of Checklists/SIGs Used for Inspection
2. Open Critical Discrepancy Forms
3. Closed Critical Discrepancy Forms (since last report)